

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HCMALL 11/30**

**OPEN TO:** All Interested Candidates

**POSITION:** **Consular Clerk, FSN-4; FP-AA\***  
(\*Position grade FP-AA will be confirmed by Washington)

**OPENING DATE:** November 08, 2011

**CLOSING DATE:** November 22, 2011

**WORK HOURS:** Full-time, 40 hours/week

**LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds

**ANNUAL SALARY:** \*Not-Ordinarily Resident (holding diplomatic passport): US\$24,518 (Starting salary)  
(Position Grade: FP-AA will be confirmed by Washington)

\*Ordinarily Resident: US\$5,235 (Starting salary)  
(Position Grade: FSN-4)

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Consular Clerk position in its Consular Section.

**NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT AGENCIES OR OFFICES UNDER/NOT UNDER CHIEF OF MISSION'S AUTHORITY MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**BASIC FUNCTIONS OF THE POSITION**

Incumbent of this position will be responsible for handling visa applications, data entry into consular systems software and other clerical duties as needed.

Please contact the Management Office at 3520-4200 X4342/4274 for further inquiries.

**QUALIFICATION REQUIREMENTS**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1) Completion of secondary school is required.
- 2) Must have at least one year of previous experience in a clerical or data entry position.
- 3) Must have knowledge of general office procedures and practice.
- 4) Keyboarding and data entry skills are required. Accuracy of data entry is necessary.
- 5) Must demonstrate proficiency in word processing, spreadsheets and other computer application (i.e. Microsoft Office, Excel, etc.) (this will be tested).
- 6) Level 3 (Good Working Knowledge) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at <http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

**ADDITIONAL SELECTION CRITERIA**

**Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website.**

**SUBMIT APPLICATION TO**

Management Office  
U.S. Consulate General, 7A Mac Dinh Chi Street  
District 1, Ho Chi Minh City  
Tel. 84-8-3520-4342/ 4274  
Fax: 84-8-3520-4233

**CLOSING DATE FOR THIS POSITION: NOVEMBER 22, 2011**

**(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews.)**